



2021

Douglas County Return to Work Guidelines



Safety Guidelines for Return to Work (RTW) and Re-opening the Douglas County Courthouse & Administrative Offices

The Douglas County Board of Commissioners (BOC) will be re-opening the courthouse and all administrative buildings to the public effective Tuesday July 6, 2021. Upon re-opening, the courthouse and all administrative buildings will follow strict guidelines to protect the safety of our employees and citizens. The following recommendations will be used in conjunction with the CDC rules for safety and sanitation that are currently in place. These guidelines will be in effect for the duration of the COVID-19 pandemic and may be adjusted as necessary. They will be reduced only when it is scientifically and medically safe to do so.

Prior to Douglas County offices re-opening to the public, all Douglas County departments will implement RTW protocols to safely return employees to their respective offices and regular work assignments. Douglas County will be compliant with Federal & State recommendations during the implementation of a phased re-opening approach in conjunction with the following guidelines:

PHASE ONE: (May 3, 2021)

- All County Department Heads returned to the office on Monday May 3, 2020
- All County Employees will return to work on or before Monday June 14, 2021, 3 weeks prior to courthouse & administrative buildings reopening to the public. Employees will resume a regular 8 a.m. to 5 p.m. work schedule except where an alternate schedule is in place
- If not fully vaccinated, face coverings will be required for County employees while in all county facilities
- Department Heads or their designee will encourage employees who are ill to stay home and follow the guidance provided in the subsections defined below
- Altered work schedules/work from home will continue to be administered if there is not a disruption of services rendered to the public (only approved on a case-by-case basis)
- Employees will be required to have their temperatures taken before they begin work
- Employees will be required to practice social distancing while at work, when at all possible
- Employees will be required to refrain from congregating with others
- Employees will be required to not share headsets or other objects used near the face, unless necessary and completely cleaned between uses
- Staggered lunch schedules/breaks will be required to avoid congregations in break rooms
- Employees will be required to adhere to hand hygiene, respiratory hygiene, and cough etiquette
- High frequency cleaning of individual workspaces and high traffic areas will be the responsibility of the Department Head or their designee
- The Douglas County Courthouse will re-open to the public effective Tuesday July 6, 2021



PHASE TWO: (June 14, 2021)

- All guidelines from “Phase One” will remain active
- Department Heads shall begin to phase more employees back into the office and reduce altered work schedules and work from home agreements
- If plastic dividers/shields are needed to be placed between cubicles, department heads must setup a consultation with Building Maintenance
- If not fully vaccinated, no more than 2 employees shall be allowed to travel in County vehicles/equipment at a time

PHASE THREE: (July 6, 2021)

- Department Heads shall phase all employees back into the office and end altered work schedules & work from home agreements if there are no further scientific/medical developments
- Employees may be required to have their temperatures taken before they begin work
- Employees may be required to practice social distancing at work, when at all possible
- Employees may be required to refrain from congregating with others
- Staggered lunch schedules/breaks may be required to avoid congregations in break rooms.
- Employees will be required to adhere to hand hygiene, respiratory hygiene, and cough etiquette
- Employees will be required to not share headsets or other objects used near the face, unless necessary and completely cleaned between uses
- High frequency cleaning of individual workspaces and high traffic areas will be the responsibility of the Department Head or their designee
- Dividers/Shields should be installed in requested areas
- If not fully vaccinated, face coverings will be required for all County employees while in County buildings until otherwise noted. The County shall provide each employee a mask
- Progress will be continuously monitored to ensure safety of employees and guest to the courthouse



Throughout each phase of re-opening, all Douglas County employees will be subject to temperature checks prior to the start of their workday. The temperature check process will require that employees with a temperature of 100.4F or higher be sent home and follow the steps outline in this plan before returning to the workplace.

Temperature Check Process

The county temperature check process which will encompass the following:

- Each employee will report to a designated temperature check location within Douglas County (location to be provided prior to return to work date)
- Employees will be required to be scanned prior to starting their workday
- Temperature checks will be taken at touchless temperature check kiosks strategically located near entrances to the courthouse and county buildings. Temperature readings will not be documented
- Department Heads will follow up with an employee who has been sent home to conduct a screening for reentry into the workplace

OBSERVATION

Employees who have the following symptoms should seek evaluation from a medical professional if respiratory symptoms occur or worsen. Typical symptoms of respiratory infections, such as influenza and coronavirus, may include, but are not limited to, the following:

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| *Fever | *Body aches | *Dry cough | *Throat pain |
| *Shortness of breath | *Chest pains | *Muscle pain | *Diarrhea |
| *Chills | *Headache | *Loss of smell/taste | *Nausea/vomiting |

STEPS FOR EMPLOYEES TESTING POSITIVE FOR COVID-19

- #1 An employee who has symptoms as described in this plan and/or who tests positive for COVID-19 must contact their department head before returning to the workplace
- #2 An employee who has had close contact with a person who tests positive for COVID-19 must follow the CDC 14-day quarantine period and contact their department head before returning to work
- #3 Department Head will conduct an over-the-phone assessment with the employee
- #4 Department Head will communicate the outcome, via email to the HR Director
- #5 If an employee has confirmed to have COVID-19, the employee will not be allowed to return to work until certain milestones have passed:
 - ✓ You must stay at home and away from other people.
 - ✓ 10-day isolation period since symptoms first appeared
 - ✓ 24 hours with no fever or use of fever-reducing medications
 - ✓ Other symptoms of COVID-19 are improving



Return to Work Practices and Work Restrictions

Douglas County Employees ...

- Will be required to wear a face covering while in any county building and/or while in public and interacting with any other persons where social distancing of 6 feet is not possible (e.g., in the field or office meeting with other workers or with the public, etc.)
- Will be required to have their temperatures taken before they begin work
- Will be required to practice social distancing at work, when at all possible
- Will be required to refrain from congregating with others
- Will be required to not share equipment or other objects used near the face, unless necessary and completely cleaned between uses
- Will be required to adhere to hand hygiene, respiratory hygiene and cough etiquette

Hand Hygiene

Douglas County employees should perform hand hygiene by frequently washing hands with soap and water for at least 20 seconds. Hand hygiene should be done before and after all contact with other persons, and/or after all contact with frequently touched items (e.g., doorknobs, phones, desktops, etc.), contact with potentially infectious material, and before putting on and after removing PPE, including gloves.

Respiratory Hygiene/Cough Etiquette

1. Cover mouth and nose with a tissue when coughing or sneezing.
2. If you don't have a tissue, cough, or sneeze into your elbow, not your hands.
3. Use the nearest waste receptacle to dispose of the tissue after use; and
4. Perform hand hygiene after having contact with respiratory secretions and contaminated objects/materials.

Social Distancing in Common Areas

- Facilities staff will provide maximum capacity limits based upon social distancing for Lobbies, Break Rooms and Conference rooms to Department Heads as needed
- In instances where individuals are not fully vaccinated, face coverings should be worn in common areas where 6 feet social distancing is not possible
- Large hand Sanitizer stations will be installed in lobbies of facilities with public access



Return to Work Vehicle Guidelines

- If not fully vaccinated, all occupants of county vehicles with more than one occupant must wear a cloth face covering
- CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain and all in attendance are not fully vaccinated

Limit contact

- Keep same vehicle occupants daily and do not rotate
- When possible, have single riders in vehicle or maintain 6 feet distance
- When possible, have one person in front seat and one in back
 - Keep a distance of at least 6 feet when you are outside the vehicle
 - All occupants should handle their own belongings while getting in and out of the vehicle daily
- Avoid using the recirculated air option for the vehicle's ventilation during passenger transport; use the vehicle's vents to bring in fresh outside air and/or lower the vehicle windows
- Avoid contact with surfaces frequently touched by other occupants, such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts before cleaning and disinfection

Clean and disinfect

- The "driver" is responsible for ensuring proper disinfecting at beginning and end of shift, between transporting passengers as well as prior to dropping vehicle off for service
- Staff must get and carry cleaning and disinfectant spray or disposable wipes and disposal trash bags in vehicle
- Trash and debris should be removed from vehicle daily
- When cleaning, staff should wear disposable gloves compatible with products being used and follow the directions on the cleaning product's label. Gloves should be disposed of after each use and hands should be washed immediately with soap and water or an alcohol-based hand sanitizer
- Doors and windows should remain open when cleaning vehicle
- All occupants should clean their area of the vehicle daily
- If surfaces are visibly dirty, they should be cleaned with detergent or soap and water prior to disinfection
- At a minimum, clean and disinfect frequently touched surfaces in the vehicle at the beginning and end of each shift



Ongoing everyday preventive actions

- Avoid touching your eyes, nose, or mouth
- Proper hand hygiene is an important infection control measure. Keep in mind where you can access and use facilities with soap and water during your shift. Wash your hands regularly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol
- Key times to clean hands include:
 - Before, during, and after preparing food
 - Before eating food
 - Before and after using the toilet
 - After blowing your nose, coughing, or sneezing
- Additional times on the job to clean hands include:
 - Before and after work shifts
 - Before and after work breaks
 - Between rides and after handling/exchanging money
 - After putting on, touching, or removing cloth face coverings
 - Before wearing and after removing cold-weather gloves
 - Before and after pumping gas

Douglas County's Return to Work Plan is the official recommendation of Douglas County Board of Commissioners and County Administrator to utilize as a guideline for reentry into the workplace. The County has strategically given consideration to the staff, safety, technology, county facilities and citizens of Douglas County. These areas are the core of county operations and are critical to the successful implementation of our RTW plan.

The anticipated return to work date for all Douglas County employees is Monday June 14th in accordance with the recommended phased in approach. Our phased in approach will continue with all Douglas County employees returning to their normal work schedule along with the re-opening of the Douglas County Courthouse and all County administrative buildings on Monday July 6th. This document does not address public access to all county facilities and is only meant to serve as a guideline for county employees. This document is subject to revision based on updated data and / or Legal orders, Department of Health, CDC, ADA & EEOC guidelines or at the discretion of the Chairman of the Board of Commissioners. As stated before, the purpose of the RTW Plan is to assure all of our employees that we have a clean, safe & healthy work environment.

